



TOWN OF ISLIP

DEPARTMENT OF
PLANNING & DEVELOPMENT
One Manittan Court
Islip, NY 11751
Phone (631) 224-5464
Fax (631) 224-5462

Building Division

Permits (631) 224-5466

Records/Inspections (631) 224-5470

Plans Examiners (631) 224-5467

NEW COMMERCIAL BUILDING PERMIT REQUIREMENTS

- Building permit application completely filled out with signature of property owner notarized.
- Copy of deed.
- Five (5) sets of signed/sealed plans drawn by a NYS licensed architect or engineer. Plans must be drawn to scale on paper no longer than 24" x 36" and must include mechanicals and plumbing.
- Four site plans/surveys.
- Architectural elevation approval.
- Suffolk County Department of Health approval, call (631) 852-5700.
- Letter of proposed use.
- Filing fee.

Building permit fee will be required after required approvals have been met. Contact the Planning Department at 224-5450 for site plan approval.

ADDITIONAL ITEMS THAT MAY BE REQUIRED

- Board of Appeals Approval
- Town Board Approval
- Suffolk County Department of Public Works (if on a county road)
- NYS Department of Transportation approval
- Environmental Assessment and fee if construction is within 100' of freshwater wetland or 300' of tidal wetland (Planning Department)
- Federal Aviation Administration approval (if within 1 ½ miles of airport)